

The following will serve as an agreement between the **Food Bank of the Southern Tier** (hereinafter called "FBST") and _____ **Kids' Farmers Market Site Coordinator** (hereinafter called "KFM Site Coordinator") and _____ **Sponsor Agency** (physical location) in regards to participation in the following Kids' Farmers Market (KFM) program (check all that apply):

- Summer Kids' Farmers Market (weekly from July-August)
- School Year Kids' Farmers Market (monthly from October-June)

The Sponsor Agency agrees to assign a KFM Site Coordinator who will be responsible for the following:

1. Serve as the main contact for the Sponsor Agency and the FBST.
2. Participate in FBST food safety training.
3. Recruit and train site volunteers (if necessary).
4. Collect statistical data from each KFM site. For weekly Summer KFM sites, please submit your stats via e-mail within a day or two of the event. For monthly School Year KFM sites, please submit stats via the FBST website by the **5th of the following month**. This is very important and helps FBST plan the next order. (Please include number of children served, name of community nutrition agency that participated in collaboration with KFM and a brief synopsis of the demonstration/lesson, any stories or quotes from the children and/or their families).
5. Provide updates to other Agency personnel in a timely manner.
6. Coordinate the delivery of produce to the Agency sites.
7. Develop a process to ensure that food allergies are accounted for and adjustments are made as needed.
8. Coordinate setup, distribution, and cleanup of KFM.
9. Provide produce to families with children free of charge.
10. Facilitate the annual distribution and collection of evaluations to participants, parents and staff.
11. Communicate feedback on KFM to FBST.
12. Coordinate the media interest highlighting the KFM with FBST.
13. Develop and maintain a plan for a backup KFM Coordinator in case one is needed.
14. Ensure adults with direct, repetitive unsupervised interaction with children for the purpose of KFM have passed a national background check.
15. Maintain a record of national background check for anyone working with children on site (as applicable).
16. Maintain records of FBST deliveries.

17. Distribute communications about the program to parents of participants.
18. Maintain enrollment/consent documentation for each participating child on site.
19. Provide safe, secure, pest-free storage for food items (i.e. at least 6 inches off the floor, locking cabinet or room, away from chemicals, and refrigerated when applicable) where produce can be delivered and stored safely until distribution.

The Sponsor Agency and KFM Site Coordinator understands that the produce will be provided at no cost to families with children, and that it cannot be sold, used for agency programs, used at fundraisers or parties, given to staff, or used for any other purpose other than to provide food to chronically hungry children.

The FBST agrees to:

1. Assign a staff person to serve as the main contact for KFM and the Agency.
2. Provide fresh produce for the purpose of distribution to chronically hungry children.
3. Coordinate deliveries to the Agency.
4. Provide feedback from evaluations.
5. Review on site produce storage, distribution and record keeping at least once a year. This visit may be announced or unannounced.
6. Provide training and technical assistance for KFM.
7. Provide an invoice at the end of the month (if applicable).

Cancellation. In the event of inclement weather, the Site Coordinator or the Food Bank may initiate a cancellation at least three hours prior to the distribution. The Site Coordinator must alert their volunteers and community about the cancellation, and FBST will post information on the website and social media.

Term. This Agreement represents the entire agreement and understanding between the parties with respect to the subject matter; it may not be amended, modified, or terminated except by the signed, written consent of all parties. The agreement may be immediately terminated in the unilateral judgment of FBST in the event the Site Coordinator or any volunteers are in violation of Food Bank policies such as charging clients for donated products, selling the donated products to the general public, using the donated products for banquets, parties, or fundraising events, or not adhering to any of the above criteria.

This agreement is valid for a one-year period after the date signed below. This agreement will automatically renew for successive one-year terms absent a signed, written notice of termination sent to the regular business address of the other parties no less than 30 days prior to the end of the term. This Agreement shall be governed by and construed in accordance with the laws of the State of New York, without reference to principles of conflicts of law.



Director of Community Impact
Food Bank of the Southern Tier

Site Coordinator / Date

Sponsor Agency CEO / Director / Date



Kids' Farmers Market Site Designation Form

KFM Site Name	Anticipated of Children to be served at this site:
Sponsor Agency / School / Affiliated Program	
Address, City, State, Zip	
KFM Site Phone Number	
Days of week / month for KFM	
Time of KFM	

Site Coordinator Name and Title	
Site Coordinator's E-Mail	Phone #
Site Coordinator Address	